Budget

Update: July 1, 2015
Owner: Dean’s Office, Faculty of Science
Contact: Dean’s Office, Faculty of Science

Background
Each department in the Faculty of Science receives an annual budget from the Dean’s Office. The funds are allocated in two categories:

a) **Discretionary Salaries**: These funds are usually used to hire departmental Teaching Assistant(s) (per the CUPE 2419 agreement) to support and assist teaching activities of the department.

b) **Discretionary Expenses**: These funds are usually used to purchase departmental stationery and teaching supplies and other items to support the activities of the department.

Procedure

Procedure for Department Submission
1. The Dean and the Faculty Administrator will meet annually with each Department Head to review expenditures and plan for the future (usually in October).
2. The Dean will contact the Department Heads to submit their budget for the next fiscal year and will ask for submissions with respect to requests to fill permanent positions, new positions and equipment requests (usually in November).

Procedure for Faculty of Science Submission
1. The Dean will submit the budget for the Faculty of Science to the Office of the Provost and Vice-President (Academic) in January.

Related Information